



## **AROWS-R Active Duty for Special Work Guide**

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### 3 Type of Tours

AROWS-R - New Application :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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Address [https://arowsr.afrc.af.mil/arows-r/os\\_new.do](https://arowsr.afrc.af.mil/arows-r/os_new.do) Go Links

Air Force Reserve Order Writing System [AROWS-R]

Current Profile: Det 8 OS - READINESS MANAGEMENT GROUP - DET 8 -- ACC

Please Select A Menu Home | Switch Profile | Change Password | My Account | Help | Logout «Bottom»

New Application

Enter SSN:

Select Order Type:

- ACTIVATION
- ACTIVE DUTY FOR SPECIAL WORK
- ACTIVE DUTY FOR TRAINING
- ANNUAL TRAINING
- HEALTH PROFESSION SCHOLARSHIP PROGRAM
- MEDICAL HOLD
- MILITARY PERSONNEL APPROPRIATION
- SCHOOL
- SCHOOL UPT/UNT
- TDY

«Top»

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#### 3.1 Active Duty For Special Work (ADSW) (RPA)

When selecting the tour type to attend conferences or to support Air Force Reserve missions, you must select **Active Duty for Special Work (ADSW)**. If you selected **ADT**, you will have to delete and reenter the application as **ADSW**.

**Note:** RPA **ADSW** tours require members approaching Sanctuary Zone (at least 16 years TAFMS) to complete a Sanctuary Statement of Understanding and receive approval from RMG/CC before starting tour.

AROWS-R - Personnel Info :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links >>

**Air Force Reserve Order Writing System [AROWS-R]**

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### Personnel Info

Tracking Order Type	Name	Start Date: 0000/00/00
Status: INITIAL	SSN	Report Date: 0000/00/00 00:00
	Grade	End Date: 0000/00/00
		Total Days: 0

Step 1 of 7: Personnel and Contact Information Section: 1. Personnel Info

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**Contact Information**

Contact Email:

Contact Phone:

**Home Address and Delivery Address Information**  
*If you live at an apartment, the apartment number must be in the Street Address.*

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

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### 3.1.1 Step 1 (Personal and Contact Information):

Verify data in Home Address on File and answer the questions on the page. If the address listed is different than that listed in MilPDS, in addition to providing a different address, you will need to update your vMPF record to reflect the appropriate change. If the answer to the official contingency question is "Yes", then you cannot provide a new departure address and phone number. vMPF will need to be updated prior to AROWS-R request.

### 3.1.2 Step 2 (Duty Purpose Information (Conversion Information)):

Complete page as required. AROWS-R will not let you select next or go to the next step without completing these items.

- If performing IDTs in conjunction with tour or converting to another duty status, must complete “Conversion Status” block
- Select one of five options
  - Individual will convert status in conjunction with this tour.
  - Individual will convert from one duty status to another while in place.
  - Member will perform IDT before this tour (Away from Home Station).
  - Member will perform IDT after this tour (Away from Home Station).
  - Member will perform IDT at home station, resides outside commuting area and requires lodging.
- Complete “Conversion to IDT Date(s)” by either inputting date or dates manually or clicking on Pop-Up calendar located to the right of the block
- Complete “Conversion Travel Date(s)” by either inputting date or dates manually or clicking on Pop-Up calendar located to the right of the block

AROWS-R - Duty Purpose :: - Microsoft Internet Explorer provided by Whiteman AFB

Address: https://arowsr.afrc.af.mil/arows-r/member\_edit\_request.do

### Duty Purpose

Tracking Order Type: [Redacted] Status: INITIAL Grade: E6

Start Date: 0000/00/00  
Report Date: 0000/00/00 00:00  
End Date: 0000/00/00  
Total Days: 0

Step 2 of 7: Duty Purpose Information Section: 2: Duty Purpose

Help is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

Conversion Information

Conversion Status: Member will perform IDT at home station, resides outside commuting area, and requires lodging

\* Conversion to IDT Date(s) (Multiple dates can be entered): 2006/09/29, 2006/09/30

\* Conversion Travel Date(s) (Multiple dates can be entered): 2006/09/30

Point of Contact Information

Point of Contact: [Redacted]

Phone: [Redacted]

Email: [Redacted]

\* Duty Phone(PDS): [Redacted]

\* Reserve Pay Office(RPO): [Redacted]

IMA's Supervisor Information

IMA's Supervisor Email Address: [Redacted]

Is this request for Points Only(No Pay)? ☐ Yes ☒ No

PCS/HHG Information

\* Is House Hold Goods (HHG) applicable on this order? ☐ Yes ☒ No

Estimated total cost for House Hold Goods: 0.00

\* Is this a Permanent Change of Station (PCS) order? ☐ Yes ☒ No

Previous Next Save Save & Close Save & Route Cancel Changes

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### 3.1.2.1 Conversion Status (IDTs in Conjunction with Tour)

This is an example of Conversion Information screen after data has been input. In this example the member is performing IDTs at their home station but resides outside the commuting area (as defined by the installation commander) and requires lodging.

Tracking # [ ] Start Date: 2008/07/20  
Order Type: ADSW Report Date: 2008/07/21 07:30  
Status: INITIAL End Date: 2008/07/23  
Total Days: 4

Step 2 of 7: Duty Purpose Information Section: 2: Duty Purpose

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

\* Training Category | [Lookup](#) None Selected

**Conversion Information**  
Conversion Status [ ]

**Point of Contact Information**  
Point of Contact JAMES FINCH  
Phone 674-7046  
Email JAMES.FINCH@LANGLEY.AF.MIL

\* Duty Phone(PDS) 781-4213  
\* Reserve Pay Office(RPO) ANDREWS 459 AW

**IMA's Supervisor Information**  
IMA's Supervisor Email Address bradford.montgomery@barksdale.af.mil

Is this request for Points Only(No Pay)? ☐ Yes ☒ No

**PCS/HHG Information**  
\* Is House Hold Goods (HHG) applicable on this order? ☐ Yes ☒ No  
Estimated total cost for House Hold Goods 0.00  
\* Is this a Permanent Change of Station (PCS) order? ☐ Yes ☒ No

Previous Next Disapprove Save Save & Close Save & Route Cancel Changes

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### 3.1.2.2 Step 2 (Duty Purpose Information)

- Click on the **“Lookup”** link to select the appropriate Training Category (See next page for selection options)
- Select the appropriate Training Category Code by clicking on Code Link (i.e. JB (Conferences...))
- Complete Point of Contact Information blocks with your active duty supervisor's information
- Duty Phone (PDS) block is DSN number for active duty supervisor
- Complete Reserve Pay Office block by accessing drop down menu and selecting your reserve pay office
- Answer remaining two questions – Household Goods and PCS Order questions normally should be “No”
- Select the **“SAVE”** button
- After saving, select **“NEXT”** button

### 3.1.2.2.1 ADSW Training Category Codes Sub-Menu (Top Half)

https://arowsr.afrc.af.mil - :: AROWS-R - Training Category Lookup :: - Microsoft Internet Explorer

Training Category Code	Description
LG	Instructor Augmentation at HQ AFRC School Locations. Identifies personnel who are serving in an instructor capacity for Air Force Reserve schools. (Do not include NCOLDP facilitators in this category. Use TCC LE for them.)
LH	Disciplinary Action Against Member. Identifies individuals who have been called on a tour of AD for the purpose of disciplinary action against the member.
LK	Innovative Readiness Training (IRT) Support. Identifies individuals participating in project IRT. This is a Health and Human Services Civil-Military Project, under the guidance of the Indian Health Service. This includes members who are providing training during the project.
QB	Interdiction/Counterdrug support. In support of detection/monitoring identifying personnel who are participating in drug interdiction/counterdrug activities that support the detection/ monitoring effort.
RB	Aeromedical Crew Mission Support and Sustainment Training. Identifies aeromedical personnel participating in mission support or sustainment training. This TCC should be used only when the aeromedical crew have no other upgrade or mission qualification milestones to meet under Operational Training (TCC category MZ). It is not authorized for IMAs.
RE	Alert Mission. Identifies personnel supporting alert missions (i.e. JCS directed SIOF (Single Integrated Operational Plan), refueling airborne command post (ABANCAP), and TACAMO (Take Charge and Move Out) air refueling support, etc.).
JA	Audits/inspections/SAV to subordinate Reserve units and other Air Force Reserve-directed investigations. Identifies personnel providing realistic and practical experience in augmenting evaluation teams conducting audits, inspections, QAFA teams, or investigations and in rendering assistance to subordinate Reserve units.
JB	Conferences, Workshops, Meetings, Command-directed Interviews, etc. Identifies personnel attending conferences, workshops, meetings, command-directed interviews.
JC	Membership on selection/review boards, policy councils, and similar activities. Identifies personnel selected to participate on selection/review boards (promotions, awards, etc.), policy councils, and related activities.
JD	Quality initiatives or teams. Identifies personnel participates on quality teams (i.e., problem solving process teams, process action teams, process improvement teams, etc.) or other meetings for quality initiatives. This includes individuals serving as instructors for quality schools. ESP code QS should be used for quality related instruction.
KA	Wargame support. Identifies Reserve personnel participating in simulated and computer-aided war games and exercises.
KC	Other worldwide missions. Identifies personnel participating in deployments, missions, humanitarian relief efforts, and peace-keeping efforts not specifically identified by another TCC.
KD	Haiti Support. Identifies personnel participating in Haitian relief efforts. This TCC should be used in conjunction with ESP code HA, XF, or DT.
KE	Iraq/Saudi/Kuwait Support. Identifies personnel participating in military missions in the areas of Iraq/Saudi/Kuwait. This TCC should be used for DDA special tour orders that are utilizing ESP code VA.

Done Internet



### 3.1.2.2.2 ADSW Training Category Codes Sub-Menu (Bottom-Half)

https://arowsr.afrc.af.mil - :: AROWS-R - Training Category Lookup :: - Microsoft Internet Explorer	
KF	Contingency 4
KG	Contingency 5
KH	Contingency 6
KI	Contingency 7
KJ	Contingency 8
KK	Contingency 9
KL	Contingency 10
LA	Day-to-day support of Reserve unit training functions. Identifies personnel participating in a normal day-to-day activities at the Reserve unit (i.e. administrative support, backfilling an ART's duties, flight examiners/instructors, etc.).
LB	Short term augmentation of Air Force Reserve management headquarters (base/NAF/FOA/RE) during surge periods, temporary shortfalls or when expertise not available on staff is required. Identifies personnel participating in higher headquarters support/or headquarters directed support tours.
LC	Short term augmentation of Air Force Reserve activities in SAF/DoD/Joint Staff in support of Reserve projects/issues. Identifies personnel participating in support tours for Secretary of the Air Force, Department of Defense, or Joint Staff level in support of Reserve projects or issues.
LD	Short term augmentation of statutory representative offices outside USAFR. Identifies personnel participating in support tours for offices outside of the Air Force Reserve.
LE	NCO Leadership Development Training instructor facilitation. Identifies personnel serving as facilitators for the NCOLDP course. Use in conjunction with ESP code LS.
LF	Air Force Reserve course curriculum development. Identifies personnel participating in curriculum development for courses offered by the Air Force Reserve.
LN	BRAC Activities Charged to RPA. Identifies individuals who are performing a tour in support of a base identified for closure. If you use Air Force Reserve RPA funds that will not be reimbursed by HQ AFRC, use this TCC. If you have been authorized to Air Force Reserve RPA funds and get reimbursement from HQ AFRC/FMAR from HQ Support, use TCC LO. If you charge the BRAC appropriation (rather than HQ AFRC funds), use TCC SA.
QC	Interdiction/Counterdrug efforts in support of demand reduction. Identifies personnel who are participating in drug interdiction counterdrug support activities that are in support of the demand reduction effort. This TCC will be used in conjunction with ESP code ?MA?.
LO	BRAC Activities Performed as HQ Directed Support. Identifies individuals who are performing an approved HQ directed support tour in support of a base identified for closure. If your funds will be reimbursed by HQ AFRC, use this TCC.
LJ	STARBASE KELLY. Identifies individuals participating in the STARBASE KELLY program. This is a program designed to be an innovative approach to addressing three critical problems facing today's American children. These are: poor preparation in science and math, lack of personal direction, and substance abuse. It targets minority and socio-economic children in grades four, five and six.
NA	Assistance to HQ AFRC recruiters from members having specialized skills/AFSCs, who can help attract new accessions in those skills. Identifies personnel who have specialized skills/AFSCs and are on man-days to provide assistance to HQ AFRC recruiters in attracting new accessions in their area of expertise.
RA	Direct Support for Air Force Reserve air operations or flying unit projects performed in conjunction with active forces and as a part of sustainment training for aircrews. Identifies personnel participating in HQ AFRC air operations or flying unit projects being done in conjunction with active forces and as a part of sustainment training for aircrews. This TCC should be used when aircrew and related support staff have no other upgrade or mission qualification milestones to meet under Operational Training (TCC category MZ). It is not authorized for IMAs.
RC	BOSNIA Support Activities Charged to RPA. Identifies all Air Force Reserve personnel used in conjunction with JOINT ENDEAVOR or any other BOSNIA Support activities.
RD	Reserve Participation in Directed Activities. Identifies all Air Force Reserve personnel used in conjunction with centrally directed missions for real world situations and active duty missions. Missions will be directed and funded by functional points of contact.
<div>Search</div> <div>By Training Category Code: <input type="text"/></div> <div><input type="button" value="Search"/></div>	
Done  Internet	

AROWS-R - Duty Locations :: - Microsoft Internet Explorer

Address: [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do)

Total Days: 0

Section: 3. Duty Locations

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**Location Information**

☐ VOCO Order

\* Travel Start Date: 2006/02/02

\* Initial Report Date/Time: 2006/02/02 07:30

\* End Date for this Location: 2006/02/02

Duty Location | [Lookup](#) [Get Address](#) [Get Home Station](#)

\* Unit Name, FAS, Motel/Hotel Etc.:

\* Address Line 1 | [Lookup](#)

Address Line 2:

\* Country: United States

\* City:

\* State/Province:

Zip Code:

HOME: BELTON, MO	
Depart on	0000/00/00
1. UNITED STATES	
Travel by	None
Start Date	0000/00/00
Duty Thru	0000/00/00
Per Diem	Not Authorized
HOME: BELTON, MO	
Arrive on	0000/00/00

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### 3.1.3 Step 3 (Duty Locations and Travel):

Complete page Duty Location as follows.

- If order is a VOCO, check "VOCO Order". VOCO means start dates has already passed. If order is VOCO, you must provide justification in a later step.
- Complete Travel Start Date block – either by typing date (YYYY/MM/DD format) or using pop-up calendar located to the right of the block. If outside duty location's commuting area, then Travel Start Date is day prior to Initial Report Date.
- Complete Initial Report Date – either by typing date (YYYY/MM/DD format) or using pop-up calendar located to the right of the block.
- Complete End Date for this Location – either by typing date (YYYY/MM/DD format) or using calendar located to the right of the block.
- Complete Duty Location – If reporting to unit of assignment, then click on "Get Home Station" and fields will automatically populate. If reporting to a location other than unit of assignment and you know the unit's PASCODE, click on "Lookup" and select the PASCODE you are going to. If you do not know the PASCODE, you must enter all the data manually.

**PERSTEMPO Information** | [Select](#)

\* Counted towards Burdensome High Deployment Pay? None Selected

\* PERSTEMPO Location Code None Selected

\* PERSTEMPO Purpose None Selected

Code Definition None Selected

Duty Status None Selected

Pay Code Definition None Selected

\* Is this the Primary Perstempo Code? ☒ Yes ☐ No

**Per Diem & Travel Information**

\* Is this within the corporate city limits of Member's residence? ☐ Yes ☒ No

\* Is this within commuting distance from Member's residence? ☐ Yes ☒ No

\* Does Member wish to commute vice staying in billeting? ☐ Yes ☒ No

Field Condition Dates (if applicable)  to

At this point, you can

[Fill out Travel to this Location](#)

[Fill out Per Diem at this Location](#)

[Add Another Location](#)

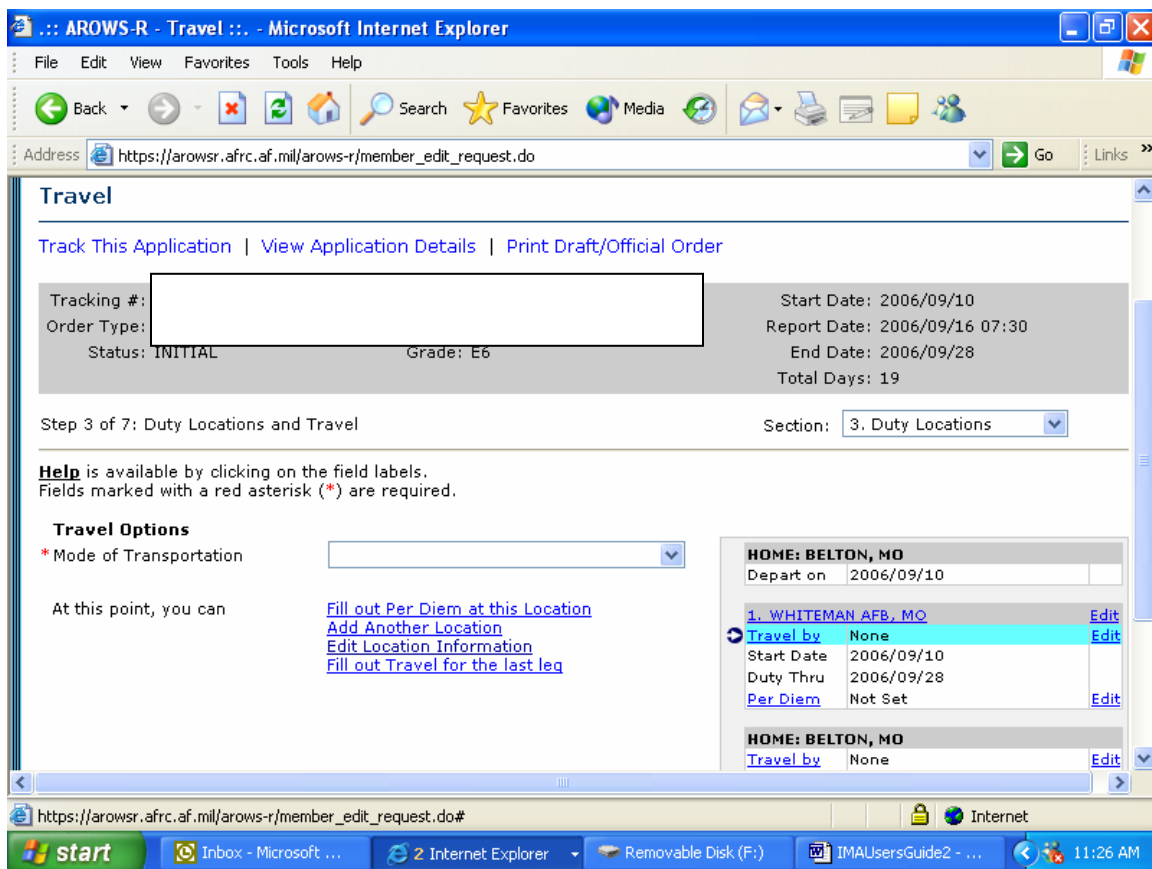
[Delete this Location](#)

[Fill out Travel for the last leg](#)

### 3.1.3.1 Step 3 (Duty Locations and Travel (PERSTEMPO and Travel & Per Diem))

Answer PERSTEMPO and Per Diem & Travel Information Questions

- The questions under PERSTEMPO Information are not required to be answered by the IMA.
- Answer "Yes" or "No" to "within corporate limits question." Corporate limits usually means you live on the base you are assigned to.
- Answer "Yes" or "No" to "within commuting distance question." Each base has an established commuting area, normally 50 mile radius. This means you live within that commuting area. Billeting is authorized if outside commuting area. If uncertain, contact RPO or your active duty base finance office
- Answer "Yes" or "No" to "commute vice staying in billeting question." If answer is "Yes" then you are electing to return to your residence each night and not stay in lodging.
- Field Conditions blocks are normally left blank.
- Select "Fill out Travel to this Location"



### 3.1.3.2 Step 3 (Duty Locations and Travel (Travel Options))

#### Complete Travel Options

- Select mode of travel to duty location by clicking on drop down menu.
- The most commonly used modes are: "Commercial Airline", "Private Automobile – Adv to Govt", and "Personal Automobile – Not Adv to Govt".
- If traveling by POV and it is more cost effective to drive to duty location, select "Private Automobile – Adv to Govt". You will need to provide justification for this mode of travel.
- If traveling by POV and it is not more cost effective to drive to duty location, then select "Private Automobile – Not Adv to Govt". You will only be paid the amount authorized for an airline ticket.
- If traveling by commercial airline, you will be prompted for departure and arrival airports.
- If you are not commuting to duty location, select "Fill out Per Diem to this Location" after you have completed Mode of Transportation

AROWS-R - Travel :: - Microsoft Internet Explorer

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Total Days: 13

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**Travel Options**

\*Mode of Transportation: Personal Automobile - Adv to Govt

**Personal Vehicles**

Miles / Cost: 74 / \$32.93

Travel Justification: Residence is outside commuting area but 74 miles from duty location. Not cost effective for commercial airline cost.

At this point, you can:

- [Fill out Per Diem at this Location](#)
- [Add Another Location](#)
- [Edit Location Information](#)
- [Fill out Travel for the last leg](#)

Previous Next Delete Save Save & Close Save & Route Cancel Changes

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

start | Inbox - Microsoft ... | 2 Internet Explorer | Removable Disk (F:) | IMAUsersGuide2 - ... | 3:25 PM

HOME: BELTON, MO	
Depart on	2006/09/10
1. WHITEMAN AFB, MO	
Travel by	None
Start Date	2006/09/10
Duty Thru	2006/09/22
Per Diem	Not Set
HOME: BELTON, MO	
Travel by	None
Arrive on	2006/09/22

### 3.1.3.2.1 POV Example (Advantageous to Government)

Example of traveling by personal automobile - more advantageous to the government.

AROWS-R - Travel :: - Microsoft Internet Explorer

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Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links

## Travel

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #: <input type="text"/>	Start Date: 2006/09/16
Order Type: <input type="text"/>	Report Date: 2006/09/16 07:30
Status: INITIAL	End Date: 2006/09/28
Grade: E6	Total Days: 13

Step 3 of 7: Duty Locations and Travel Section: **3. Duty Locations**

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**Travel Options**

\* Mode of Transportation:

**Personal Vehicles**

Miles / Cost	74 / \$32.93
Rated Cost	\$32.93

At this point, you can

- [Fill out Per Diem at this Location](#)
- [Add Another Location](#)
- [Edit Location Information](#)
- [Fill out Travel for the last leg](#)

<b>HOME: BELTON, MO</b>	
Depart on	2006/09/16
<b>1. WHITEMAN AFB, MO</b>	
Travel by	None
Start Date	2006/09/16
Duty Thru	2006/09/28
Per Diem	Not Set
<b>HOME: BELTON, MO</b>	
Travel by	None

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### 3.1.3.2.2 POV Example (Not Advantageous to Government)

Example of traveling by personal automobile - not more advantageous to the government.

AROWS-R - Travel :: - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Reload Home Search Favorites Media Print Mail News RSS Feeds

Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links

Order Type:  Status: INITIAL Report Date: 2006/09/16 07:30  
End Date: 2006/09/28  
Total Days: 13

Step 3 of 7: Duty Locations and Travel Section: 3. Duty Locations

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**Travel Options**

\* Mode of Transportation: Commercial Airline

\* Departure Airport: [Lookup](#) MCI Kansas City MO USA

\* Arrival Airport: MCI Kansas City MO USA

Award YCA Fare: 350.00

At this point, you can:

- [Fill out Per Diem at this Location](#)
- [Add Another Location](#)
- [Edit Location Information](#)
- [Fill out Travel for the last leg](#)

**HOME: BELTON, MO**

Depart on: 2006/09/16

1. **WHITEMAN AFB, MO** [Edit](#)

Travel by: None [Edit](#)

Start Date: 2006/09/16

Duty Thru: 2006/09/28

Per Diem: Not Set [Edit](#)

**HOME: BELTON, MO**

Travel by: None [Edit](#)

Arrive on: 2006/09/28

Previous Next Delete Save Save & Close Save & Route Cancel Changes

Web Profile - READINESS MANAGEMENT GROUP - DET 8 -- ACC

start Inbox - Microsoft ... 2 Internet Explorer Removable Disk (F:) IMAUsersGuide2 - ... 3:31 PM

### 3.1.3.2.3 Commercial Air Travel

Example of traveling by commercial airline.

### 3.1.3.3 Step 3 (Duty Locations and Travel Per Diem Information))

Complete Per Diem Location and Rental Car Information

- Click on “Lookup” located to the right of Per Diem Location
- You will be prompted to select the state of your duty location – drop down menu lists states alphabetically. Select the state.
- You will then be prompted to select the Locality City/County – drop down menu contains alphabetical list. Select the base or city.
- Click on “Select” then information is populated in Per Diem Location

#### 3.1.3.3.1 Rental Car Information

AROWS-R does not require a justification for a rental car if selecting a “Compact” car. However, per AFI 65-109, you must complete a Rental Car Justification (See Attachment 1 of the main AROWS-R IMA Users Guide) to provide a cost analysis against other forms of transportation and to confirm the mission need of the rental car.



AROWS-R - Per Diem :: - Microsoft Internet Explorer

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Max Lodging: \$60  
Max Meals: \$36

**Rental Car Information**

\* Is a rental car required? ☐ Yes ☒ No

**Quarters and Messing**

'Available but not directed' is not an acceptable choice for AT duty. Per JFTR U1045.B.1, if the duty is not a military installation, government quarters are considered not available. If the duty is at a military installation, 'Available' is the appropriate choice.

\* Quarters    
Quarters are available, but reservations may or may not have been made. If the member stays out in commercial lodging, a non-availability statement will be required with the travel claim.

\* Messing    
All Government Meals Are Available And Directed

At this point, you can [Fill out Travel to this Location](#) [Add Another Location](#) [Edit Location Information](#) [Fill out Travel for the last leg](#)

Previous Next Delete Save Save & Close Save & Route Cancel Changes

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on

1. WHITEMAN AFB, MO	Edit
Travel by Personal Vehicle	Edit
Start Date 2006/09/16	
Duty Thru 2006/09/28	
Per Diem WHITEMAN AFB, MISSOURI	Edit
HOME: BELTON, MO	
Travel by None	Edit
Arrive on 2006/09/28	

### 3.1.3.4 Step 3 (Duty Locations and Travel (Quarters and Messing))

#### Complete Quarters and Messing Information

- Select "Available" in the Quarters block. Government quarters should always be "available" unless your duty location does not have a base lodging facility. If you billeted off base, you must obtain a non-availability letter from the base lodging office in order to be reimbursed.
- Select appropriate Messing Statement.
  - If billeted on base and dining facility is available, select "All Government Meals are Available and Directed".
  - If billeted off base, select "Partial Meals are Available and Directed".
  - If duty location does not have a government dining facility, select "Government Meals not Available or Directed".
- Select "Fill out Travel for the last leg".

### 3.1.3.5 Step 3 (Duty Locations and Travel Continued (Return to HOR))

#### Complete Return Travel Options

- Select mode of travel for return to residence, by clicking on drop down menu.
- The most commonly used modes are: "Commercial Airline", "Private Automobile – Adv to Govt", and "Personal Automobile – Not Adv to Govt".
- If traveling by POV and it is more cost effective to drive to duty location, select "Private Automobile – Adv to Govt". You will need to provide justification for this mode of travel.
- If traveling by POV and it is not more cost effective to drive to duty location, then select "Private Automobile – Not Adv to Govt". You will only be paid the amount authorized for an airline ticket.
- If traveling by commercial airline, you will be prompted for departure and arrival airports.
- Click on "Next" button.

Verify availability for Lodging and check Per Diem Rates at:  
<https://secureapp2.hqda.pentagon.mil/perdiem/>

AROWS-R - Tour :: - Microsoft Internet Explorer

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Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links

Please Select A Menu Home | Switch Profile | Change Password | My Account | Help | Logout <Bottom

[Applications Awaiting Action Inbox](#) >> Application Detail

### Tour

[Track This Application](#) | [View Application Details](#) | [Print Draft/Official Order](#)

Tracking #:		Start Date: 2006/09/16
Order Type:		Report Date: 2006/09/16 07:30
Status: INITIAL	Grade: E6	End Date: 2006/09/28
		Total Days: 13

Step 4 of 7: Tour Section: 4. Tour

**Help** is available by clicking on the field labels.  
Fields marked with a red asterisk (\*) are required.

**GTCC Information** | [Select](#)

* Does the Member have a Government Travel Charge Card (GTCC)?	None Selected
* Description:	None Selected
* Type of Account:	None Selected

Has variation of itinerary been authorized? Yes ☐ No ☒

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### 3.1.4 Step 4 (Tour)

Complete GTCC (Government Travel Charge Card) Information

- Click on "Select" option to the right of GTCC Information
- A sub menu for GTCC date will appear.

Government Travel Charge Card

☒ Member does not have a government travel charge card

	Description
<input type="radio"/>	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
<input checked="" type="radio"/>	HAS APPLIED FOR, BUT NOT RECEIVED CARD. ADVANCE AUTHORIZED.
<input type="radio"/>	IS INELIGIBLE FOR CARD. TO RECEIVE AN ADVANCE, MUST HAVE A LETTER FROM COMMANDER TO AUTHORIZE.
<input type="radio"/>	IS INELIGIBLE FOR CARD. NO ADVANCE AUTHORIZED.
<input type="radio"/>	EXEMPT FROM USE. INFREQUENT TRAVELER (TWO OR LESS TIMES PER YEAR). TO RECEIVE AN ADVANCE, MUST HAVE LETTER FROM COMMANDER.

Type of Account:

[Select](#) [Close](#)

#### 3.1.4.1 Step 4 (Tour (Member Does Not Have A GTCC))

Complete GTCC (Government Travel Charge Card) Information

- AROWS-R assumes you do not have a GTCC. If this is correct, you must indicate reason from Description.
- Another drop down menu will appear to indicate What Type of Account – automatically is Individually Billed Account
- Click on “Select”.
- You will be brought back to the Complete GTCC Information page.

**Government Travel Charge Card**

☐ Member does not have a government travel charge card

	Description
<input type="radio"/>	IN CORPORATE CITY LIMITS MEMBER DOES NOT RATE TRAVEL ADVANCE.
<input checked="" type="radio"/>	NO ADVANCE AUTHORIZED
<input type="radio"/>	NO ADVANCE AUTHORIZED. CANNOT CHARGE CERTAIN ITEMS
<input type="radio"/>	CIRCUMSTANCES PRECLUDE USE. ADVANCE AUTHORIZED
<input type="radio"/>	NO STATEMENT NEEDED. (NO PER DIEM OR PCS TOUR.)

Type of Account:

[Select](#) [Close](#)

#### 3.1.4.2 Step 4 (Tour (Member Does Have A GTCC))

Complete GTCC (Government Travel Charge Card) Information Continued

- If you have a GTCC, uncheck the “Member does not have a government travel card” statement and indicate the appropriate Description option.
  - If residence is within commuting distance, select “No Statement Needed (No Per Diem or PCS Tour)”.
  - If residence is within corporate limits, select “In Corporate City Limits Member Does Not Rate Travel Advance”.
  - If residence is outside commuting distance, normally select “No Advance Authorized”.
- Another drop down menu will appear to indicate What Type of Account – automatically is Individually Billed Account
- Click on “Select”

AROWS-R - Tour :: - Microsoft Internet Explorer

Address: [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do)

Type of Request:

Has variation of itinerary been authorized? Yes ☐ No ☒

Has dual lodging been authorized? Yes ☐ No ☒

Has in and around mileage been authorized? Yes ☐ No ☒

Has mixed mode of travel been authorized? Yes ☐ No ☒

Has limited long distance phone calls home been authorized? Yes ☐ No ☒

Will the Member be performing duty in a combat zone? Yes ☐ No ☒

Is the Member requesting 150% AEA? Yes ☐ No ☒

Is the Member requesting 300% AEA? Yes ☐ No ☒

Customer Identification Code:

Is the Member taking leave in Conjunction? Yes ☐ No ☒

If excess baggage has been authorized:

Number Of Excess Baggage

Weight Not To Exceed

Total Cost

**Registration Information**

Is there a Registration Fee? Yes ☐ No ☒

Previous Next Delete Save Save & Close Save & Route Cancel Changes

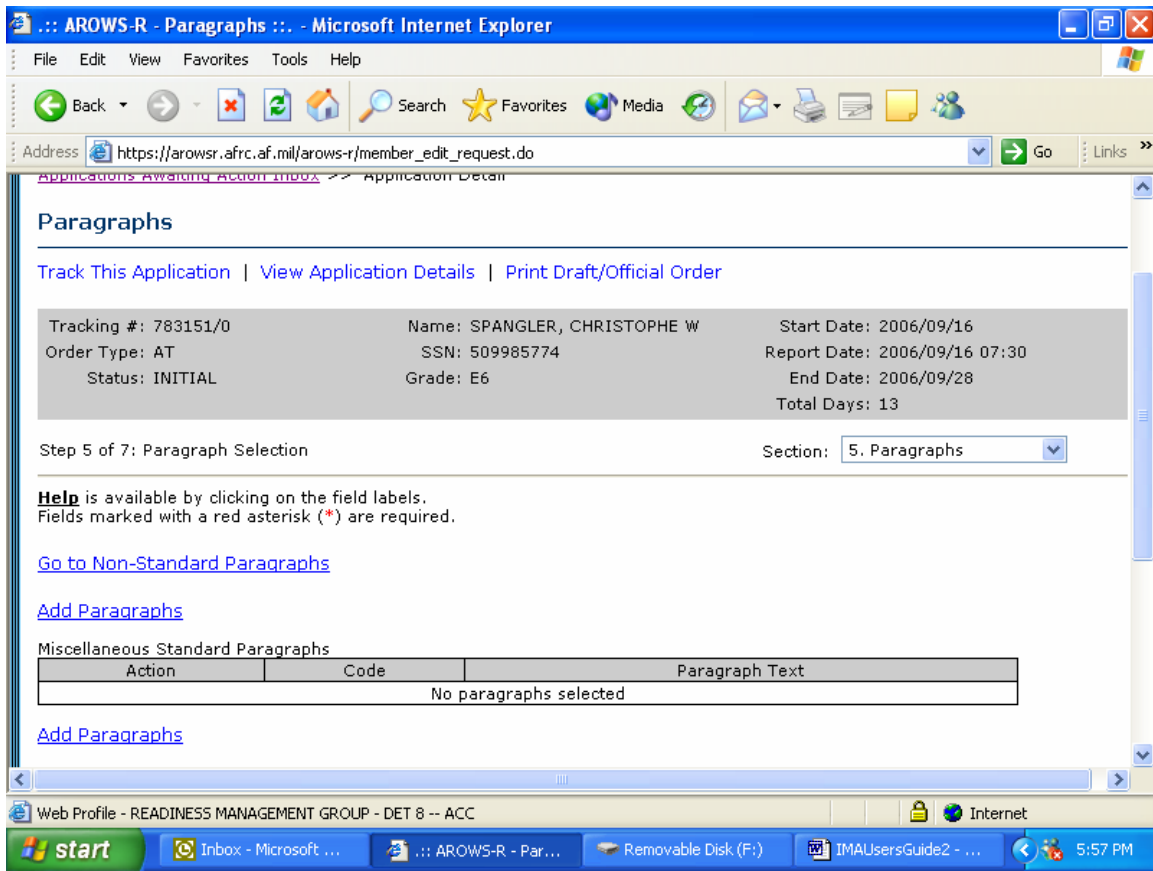
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### 3.1.4.3 Step 4 (Tour (Special Authorizations))

- Questions automatically indicated as “No”. You only need to change to “Yes” if applicable to tour.
- CIC Code is required for overseas travel. Enter “00000000”. Orders specialist will input correct data.
- Click on “Next” button.

**REMEMBER: PERIODICALLY SAVE YOUR DATA BY CLICKING THE SAVE BUTTON AT THE BOTTOM OF THE SCREENS.**



### 3.1.5 Step 5 (Paragraphs)

Identify the appropriate paragraphs that apply to this tour.

- Select first “Add Paragraphs” link
- A submenu will appear for you to select applicable paragraphs.
- If mode of transportation is “commercial air”, select paragraph numbered 1086.
- Other paragraphs depend upon the duty location, length of tour, and type of tour.
- After indicating applicable paragraphs, click on “Select” at bottom of submenu.
- You will be brought back to the Paragraphs page.

### 3.1.5.1 Step 5 (Paragraph Submenu (Top Half))

Microsoft Internet Explorer window titled "AROWS-R - Select Paragraphs :: - Microsoft Internet Explorer". The browser displays a "Select Paragraphs" page with a table of paragraphs for selection.

Select Paragraphs	
<input type="checkbox"/> 1083	ELIGIBLE FAMILY MEMBERS OF RESERVE COMPONENT MEMBERS WHOSE ORDERS SPECIFY A PERIOD OF ACTIVE DUTY OF 31 DAYS OR MORE ARE ELIGIBLE FOR ENROLLMENT IN TRICARE. ENSURE DEPENDENTS ARE ENROLLED IN DEERS TO ESTABLISH ELIGIBILITY FOR MEDICAL BENEFITS COMPLETE INFORMATION IS AVAILABLE AT WWW.TRICARE.OSD.MIL .
<input type="checkbox"/> 1084	FLY-IT-YOURSELF AIRCRAFT IS AUTHORIZED AS MORE ADVANTAGEOUS TO THE GOVT. CONTACT YOUR TMO WHO IS REQUIRED TO ARRANGE FOR THE HIRE OF FLY-IT-YOURSELF AIRCRAFT.
<input type="checkbox"/> 1085	USE OF AERO CLUB AIRCRAFT IS AUTHORIZED.
<input type="checkbox"/> 1086	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS SPACE OR A SCHEDULED CONTRACT FLIGHT IS NOT AVAILABLE IN TIME TO ACCOMPLISH THE PURPOSE OF TRAVEL, OR USE OF CONTRACT SERVICES WOULD REQUIRE THE TRAVELER TO INCUR UNNECESSARY OVERNIGHT LODGING COSTS THAT WOULD INCREASE THE TOTAL COST OF THE TRIP.
<input type="checkbox"/> 1087	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS THE CONTRACTOR CARRIER'S FLIGHT SCHEDULE IS INCONSISTENT WITH EXPLICIT POLICIES OF INDIVIDUAL FEDERAL DEPARTMENTS AND AGENCIES TO SCHEDULE TRAVEL DURING NORMAL WORKING HOURS. (JFTR C1058)
<input type="checkbox"/> 1088	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS A NON-CONTRACT (DOD APPROVED) CARRIER OFFERS A LOWER FARE AVAILABLE TO THE GENERAL PUBLIC, THE USE OF WHICH RESULTS IN A LOWER TOTAL TRIP COST TO THE GOVT, TO INCLUDE THE COMBINED COSTS OF TRANSPORTATION, LODGING, MEALS AND RELATED EXPENSES.
<input type="checkbox"/> 1089	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS RAIL SERVICE IS AVAILABLE AND THAT SERVICE IS COST EFFECTIVE AND CONSISTENT WITH MISSION REQUIREMENTS.
<input type="checkbox"/> 1090	PER DIEM IS BASED ON THE AVAILABILITY OF GOVT QUARTERS AND MESS. FOR TRAVEL TO MILITARY INSTALLATIONS, ADVANCE LODGING RESERVATIONS ARE MANDATORY TO MAXIMIZE THE USE OF GOVT QUARTERS AND FOR MORE EFFICIENT USE OF PER DIEM. CONTACT THE TDY LOCATION'S LODGING OPERATION IMMEDIATELY TO MAKE RESERVATIONS. IF ON-BASE LODGING IS NOT AVAILABLE, THE LODGING OFFICE WILL MAKE RESERVATIONS IN CONTRACT QUARTERS OR PROVIDE NONAVAILABILITY INFORMATION.
<input type="checkbox"/> 1091	LA PERSONA A QUIEN ESTA ORDER PERTENEZCA ESTA AUTORIZADA POR LAS AUTORIDADES MILITARES COMPETENTES DE LOS ESTADOS UNIDOS DE AMERICA PARA ENTRAR O SALIR DE ESPANA EN MISSION OFICIAL VESTIDO DE CIVIL O MILITAR.
	IN ACCORDANCE WITH PARA 5(A) OF ARTICLE XVII OF THE AGREEMENT IN IMPLEMENTATION OF ARTICLE IV OF THE

The taskbar at the bottom shows the Start button and several open applications: "Inbox - Micr...", "AROWS-...", "AROWS-...", "Removable ...", and "IMAUsersGui...". The system clock indicates 6:07 PM.



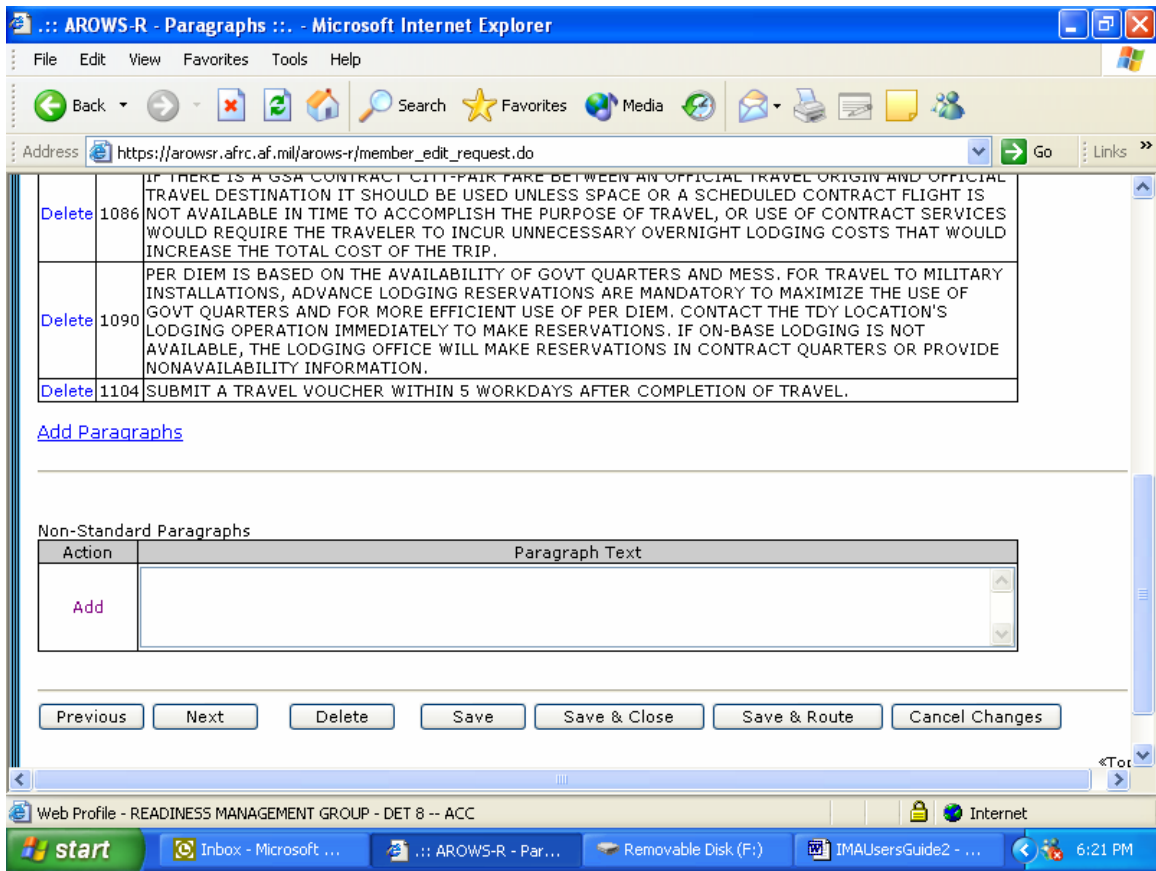
### 3.1.5.2 Step 5 (Paragraph Submenu (Bottom-half))

AROWS-R - Select Paragraphs :: - Microsoft Internet Explorer

	AVAILABLE TO THE GENERAL PUBLIC, THE USE OF WHICH RESULTS IN A LOWER TOTAL TRIP COST TO THE GOVT, TO INCLUDE THE COMBINED COSTS OF TRANSPORTATION, LODGING, MEALS AND RELATED EXPENSES.
<input type="checkbox"/> 1089	IF THERE IS A GSA CONTRACT CITY-PAIR FARE BETWEEN AN OFFICIAL TRAVEL ORIGIN AND OFFICIAL TRAVEL DESTINATION IT SHOULD BE USED UNLESS RAIL SERVICE IS AVAILABLE AND THAT SERVICE IS COST EFFECTIVE AND CONSISTENT WITH MISSION REQUIREMENTS.
<input type="checkbox"/> 1090	PER DIEM IS BASED ON THE AVAILABILITY OF GOVT QUARTERS AND MESS. FOR TRAVEL TO MILITARY INSTALLATIONS, ADVANCE LODGING RESERVATIONS ARE MANDATORY TO MAXIMIZE THE USE OF GOVT QUARTERS AND FOR MORE EFFICIENT USE OF PER DIEM. CONTACT THE TDY LOCATION'S LODGING OPERATION IMMEDIATELY TO MAKE RESERVATIONS. IF ON-BASE LODGING IS NOT AVAILABLE, THE LODGING OFFICE WILL MAKE RESERVATIONS IN CONTRACT QUARTERS OR PROVIDE NONAVAILABILITY INFORMATION.
<input type="checkbox"/> 1091	LA PERSONA A QUIEN ESTA ORDER PERTENEZCA ESTA AUTORIZADA POR LAS AUTORIDADES MILITARES COMPETENTES DE LOS ESTADOS UNIDOS DE AMERICA PARA ENTRAR O SALIR DE ESPANA EN MISSION OFICIAL VESTIDO DE CIVIL O MILITAR.
<input type="checkbox"/> 1092	IN ACCORDANCE WITH PARA 5(A) OF ARTICLE XVII OF THE AGREEMENT IN IMPLEMENTATION OF ARTICLE IV OF THE PANAMA CANAL TREATY OF 1977, THE ABOVE NAMED INDIVIDUAL, MEMBER OF THE FORCES, IS EXEMPT FROM CUSTOMS INSPECTION UPON ENTERING OR DEPARTING FOR THE REPUBLIC OF PANAMA WHEN TRAVELING ON OFFICIAL ORDERS.
<input type="checkbox"/> 1093	DE CONFORMIDAD CON EL PARRAFO 5(A) DEL ARTICULO XVII DE; ACUERDO PARA LA EJECUCION DEL ARTICULO IV DEL TRATADO DEL CANAL DE PANAMA DE 1977, EL INDIVIDUO CUYO NONBRES(S) APARACE ARRIBA, MIEMBRO DE LAS FUERZAS, ESTA EXTENTO DE LA INSPECCION DE ADUANA AL ENTRAR OR SALIR DE LA REPUBLICA DE PANAMA CUANDO VIAJA BAJO ORDENES OFICIALES.
<input type="checkbox"/> 1094	ACCRUED ANNUAL LEAVE IS HIGHLY ENCOURAGED TO BE TAKEN DURING THESE ORDERS.
<input type="checkbox"/> 1095	WILL PROCEED AS MANY TIMES AS NECESSARY TO HOME.
<input type="checkbox"/> 1104	SUBMIT A TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.
<input type="checkbox"/> 1105	MEMBER WILL INCUR A RESERVE SERVICE COMMITMENT (RSC) ASSOCIATED WITH THIS ORDER PER AFRCI 36-2102, TABLE 1.1 OR 1.2.
<input type="checkbox"/> 1013	MEMBER PERFORMING AN ACTIVE DUTY TOUR IN A NON-PAY MILITARY STATUS. PAY AND ALLOWANCES ARE NOT AUTHORIZED; PER DIEM AND TRAVEL MAY BE AUTHORIZED.

[Select](#) [Close](#)

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### 3.1.5.3 Step 5 (Paragraphs (Completed)).

- If there are "Non-Standard Paragraphs", click "Next" to continue to Step 6, Justification.
- If there are "Non-Standard Paragraphs", you will have to manually type in the data.

AROWS-R - Justification :: - Microsoft Internet Explorer

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Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links

General Comments/Justifications	RCPHA 15 May 05; Dental 15 May 05
Justification for Hard Holds	
Justification for Waivers	

Previous Next Delete Save Save & Close Save & Route Cancel Changes

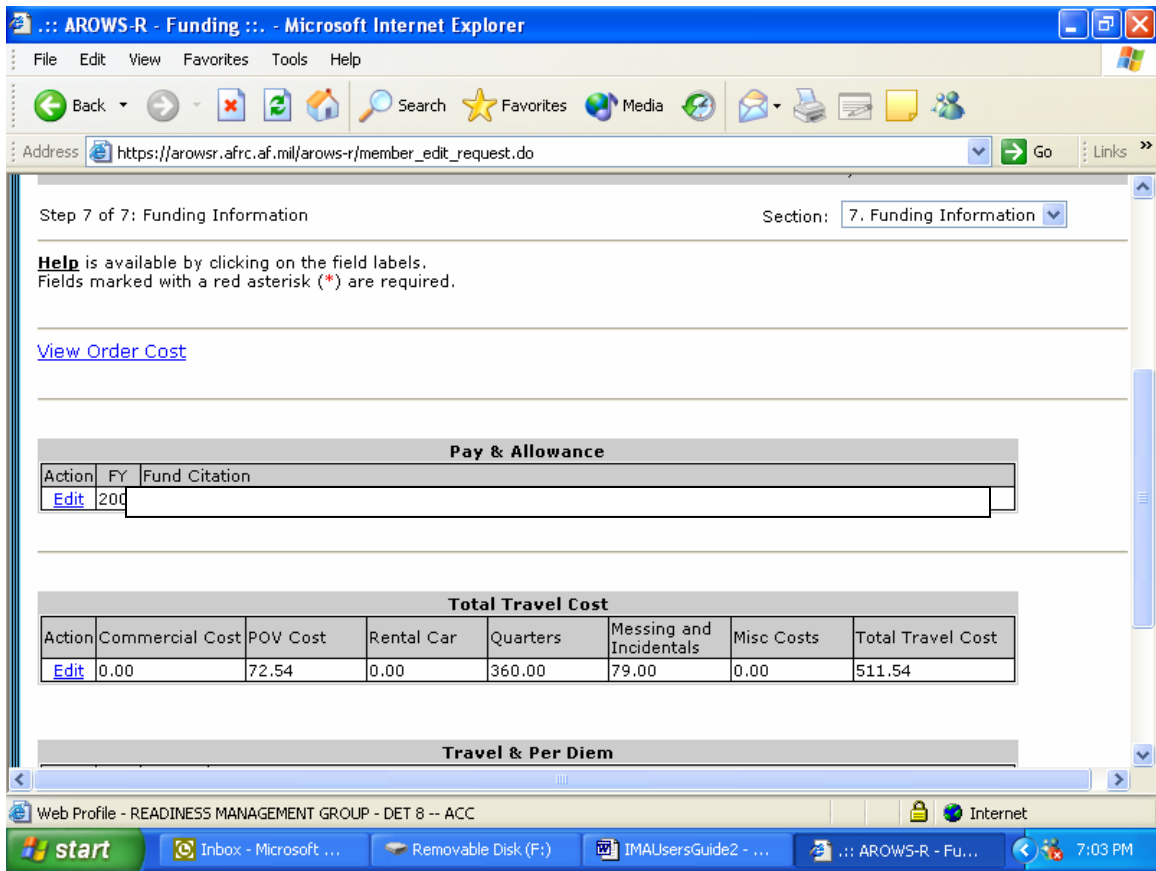
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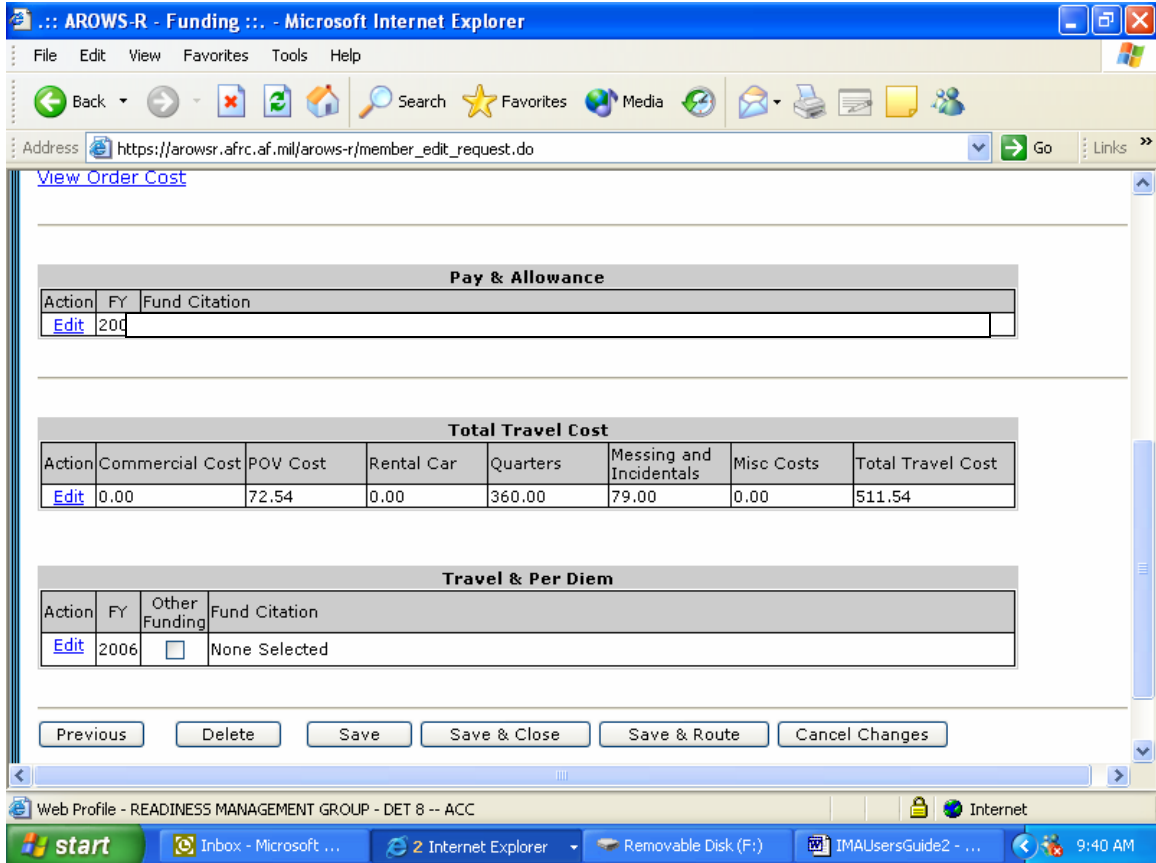
### 3.1.6 Step 6 (Justification)

- Indicate last RCPHA and Dental Date
- Mandatory comments also required if Hard Hold condition is identified, VOCO order, or "Yes" answered to any question in Tour (dual lodging, phone calls, etc)
- Select "Next" at bottom of screen to proceed to Step 7, Funding Information



### 3.1.7 Step 7 (Funding Information (Pay & Allowances))

- Click on "Edit" under Action column of Pay & Allowances
- Appropriation Lookup submenu will appear
- Select appropriate fund cite based upon Funding Description
- Fund cite will populate in Pay & Allowances and return you to Funding Information screen



### 3.1.7.1 Step 7 (Funding Information (Travel & Per Diem))

- Click on "Edit" under Action column of Travel & Per Diem
- Appropriation Lookup submenu will appear
- Select appropriate fund cite based upon Funding Description
- Fund cite will populate in Travel & Per Diem and return you to Funding Information screen

AROWS-R - Funding :: - Microsoft Internet Explorer

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Address [https://arowsr.afrc.af.mil/arows-r/member\\_edit\\_request.do](https://arowsr.afrc.af.mil/arows-r/member_edit_request.do) Go Links

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**Pay & Allowance**

Action	FY	Fund Citation
<a href="#">Edit</a>	2006	

---

**Total Travel Cost**

Action	Commercial Cost	POV Cost	Rental Car	Quarters	Messing and Incidentals	Misc Costs	Total Travel Cost
<a href="#">Edit</a>	0.00	72.54	0.00	360.00	79.00	0.00	511.54

---

**Travel & Per Diem**

Action	FY	Other Funding	Fund Citation
<a href="#">Edit</a>	2006	<input type="checkbox"/>	

---

[Previous](#)
[Delete](#)
[Save](#)
[Save & Close](#)
[Save & Route](#)
[Cancel Changes](#)

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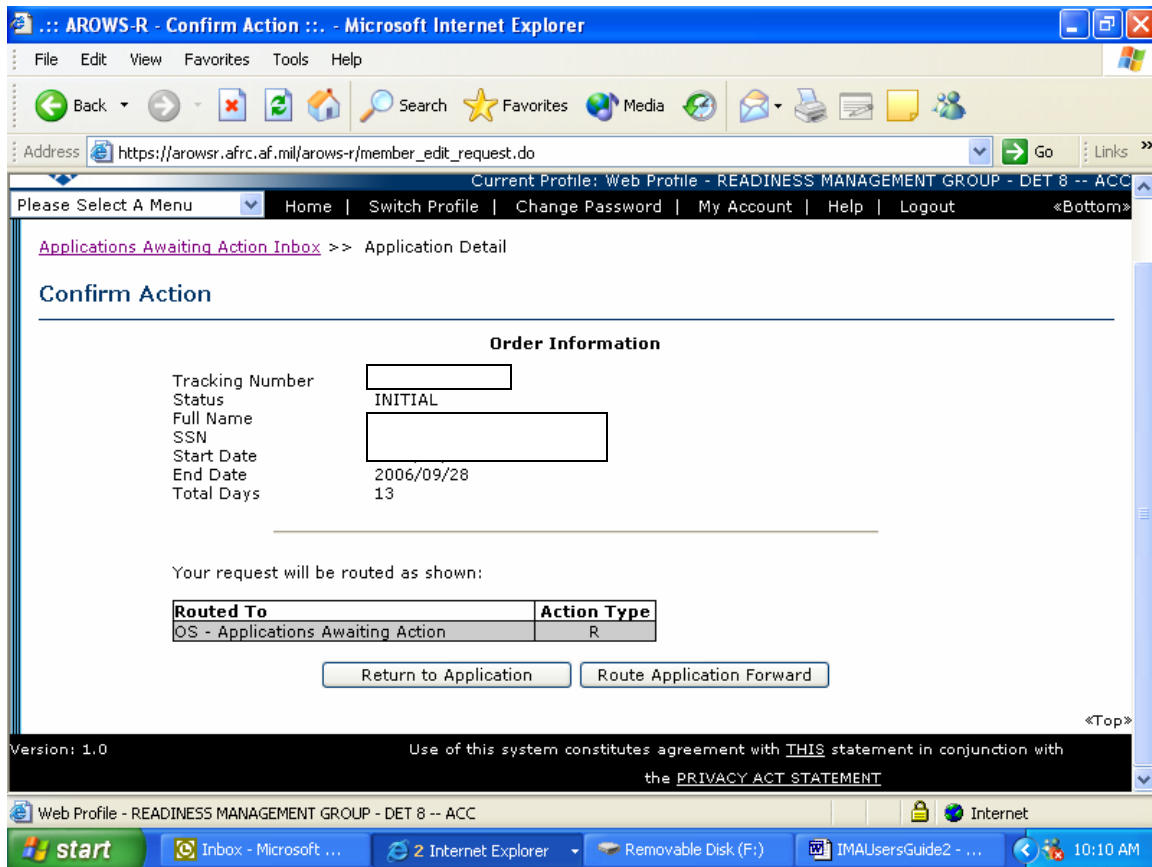
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### 3.1.7.2 Save & Route Orders

- You have now completed an Annual Tour orders request and must route request forward
- Select "Save & Route" and follow screen instructions on next page
- If there is any missing data, you will receive a warning message detailing what to correct. Once corrected, you can "Save & Route". If you cannot correct an error message, contact the Help Desk (phone numbers provided in the Contacts Section).
- If you select "Save & Close", your orders request will not be forwarded for approval



### 3.1.7.3 Route Application Forward

- After selecting "Save & Route" this is the next screen you will see
- Select "Route Application Forward" which will route your request
- If you select "Return to Application" your orders will not be forwarded and no action will be taken on your request. Request will remain in your "Orders Awaiting Action" box until you select "Route Application Forward".